

DETAILS OF FYE 2000 PROCESSING CALENDAR

DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
3-Jul	Order Rubber Stamps for FYE and NY Startup	Appropriation Code stamps needed for Control Desk, PCU, & Certifying Officers	CFR	G. Simon	
4-Jul	Holiday- Independence Day				
5-Jul	Begin Updating Bulletins	Review and update PY bulletins for CY	CFR	D. Heacock	
	Begin Updating Programming Request by CFR Branch	Review and Update PY programming request for CY.	CFR	D. Heacock	
6-Jul	Issue Bulletin- Closeout of SR's	Establish deadline for entering SR's by CBS	CFR	D. Heacock	
11-Jul	Issue Bulletin- NEMS/NPDMS Cutoff	Establish cutoff for entering data into NEMS/NPDMS. Should be as close to FYE as possible.	CFR	D. Heacock	
13-Jul	Issue Bulletin- Correcting Disbursement Variances	Remind staff to correct all prior month disbursement variances. Action must be completed ASAP.	CFR	D. Heacock	
	Issue Bulletin- Awards Cutoff	Establish cutoff for obligating FY00 awards. Memo sent to Incentive Awards Coordinator.	CFR	D. Heacock	
14-Jul	Serv I (SEWP) Cutoff for Customers	Last day that SERV I will accept SRs that require commitment, obligation and accrued	None	None	
18-Jul	Resident Agency Distribution Due in CFG	Resident Agency Distribution Due in CFG	CFG	I. Harris	
	Issue Bulletin- Payroll Split	Estimate payroll split for FYE. Action for CFS/CFR.	CFR	D. Heacock	
	Issue Bulletin- Suspension of CWS	Temporary suspension of Compressed Work Schedule for CF staff.	CFR	D. Heacock	
20-Jul	Issue Bulletin- Disbursement Cutoff	Advise CFS of disbursement cutoff date.	CFR	D. Heacock	
	Issue Bulletin- FY01 Automated Accrual Schedule	No Comment	CFR	D. Heacock	
21-Jul	Issue Bulletin- Grantee Reminder Letter	Grants Office is required to send out reminder letters to grantees for property reporting.	CFR	D. Heacock	
	Issue Bulletin- Contractor Reminder Letter	IPO is required to send out reminder letters to contractors for property reporting.	CFR	D. Heacock	
	Mechanized File Date	No Comment	None	None	
24-Jul	Mechanized Process Date	No Comment	None	None	
	Issue Bulletin- Foreign Payments	Memo to discontinue making foreign payments. Late payments are reviewed by CFR.	CFR	D. Heacock	
	Issue Bulletin- AAA Line Items	Memo to review AAA line items. AAA line items are not purged during AFM.	CFR	D. Heacock	
25-Jul	Mechanized Reports in CFR	No Comment	None	None	
	Issue Bulletin- Memo Adjustment Cutoff	Memo to Center regarding last day to submit memo adjustments.	CFR	D. Heacock	
	Issue Bulletin- Supply Cutoff	Memo to establish supply cutoff.	CFR	D. Heacock	
	Issue Bulletin- PR Cutoff	Memo to establish cutoff for PR's and ePR's.	CFR	D. Heacock	
26-Jul	COAD CUTOFF	COAD CUTOFF	None	None	
31-Jul	Acquisitions PR>\$25K Cutoff	Last day that JA will accept PR's over \$25K.	JA	M. Basta	
	SERV F Cutoff for Customers	Last day that SERV F will accept SRs that require Commitment and Obligation in FY00.	None	None	

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1-Aug	Begin Daily Review of 150-01,160-04, & 160-05 Reports for Overcommitments of Allotment and/or Program Authority	Review reports for status of commitments. Notify CFR Chief on any negative amounts signifying an antideficiency.	CFR	G.Simon; M. Macalino; G. Shen	
	Review Unliquidated Obligation on Expired Accounts	Any unliquidated obligations on expired accounts should be referred immediately to JA for status and disposition.	CFR/CFS	R. Manila and A Sutton	
2-Aug	AFM programming Request Draft 1 Due	First draft of programming request for annual file maintenance and new year startup is due	CFR	D. Heacock	
3-Aug	Issue Bulletin- SF 1081 Cutoff	Establish cutoff for outgoing SF1081.	CFR	D. Heacock	
	Issue Bulletin- Reimbursable Cutoff	Establish cutoff for accepting Reimbursable Agreements for FY00.	CFR	D. Heacock	
	Issue Bulletin- FY01 Monthly COAD Cutoff Schedule	Schedule of FY01 monthly COAD cutoff dates.	CFR	D. Heacock	
4-Aug	Cutoff for Submitting Memo Adjustments for August	No Comment	None	None	
	Last Day to Correct July Disbursement Errors	No Comment	None	None	
	Review Expiring Funds for Sub-outs and Sub-ins	RMO should review sub-outs and sub-ins for funds sources that are expiring	RMO	B. Christensen	
8-Aug	Review PY99 Unobligated Commitments; Prepare List for Decommitment	CFR coordinates this action w/ RMO. The 34A, 34B, 34C, & 34D reports should be produced on a daily basis throughout the remainder of the year. Efforts in this area will be intensified beginning 9/20. All expiring unobligated commitments which do not have firm guarantees by buyers for award & obligation by 9/30 will be decommitted & made available to RMO. Buyers will be asked to walk through all awards to CFS for obligations on expiring appropriations beginning 9/22.	CFR/RMO	M. Macalino; G. Shen; B.Christensen	
10-Aug	Issue Bulletin- FY01 Resident Agency Processing Schedule	Establish FY01 Resident Agency monthly processing dates.	CFR	D. Heacock	
	Issue Bulletin-FY01 Mechanized Distribution Schedule	Establish FY01 Mechanized Distribution monthly processing dates.	CFR	D. Heacock	
	Issue Bulletin- FYE00 COAD Cutoff for FACS/AMS	Establish date to cutoff COAD for FACS/AMS alignment.	CFR	D. Heacock	
11-Aug	CFR Cutoff for Processing Memo Adjustments for August	Last day CFR can input memo adjustments into FMIS for August	None	None	
	SERV I (PC) Cutoff for Customers	Last day that SERV I will accept SRs that require commitment, obligation and accrued in FY00	None	None	
14-Aug	Acquisitions PR \$10K-\$25K Cutoff	Last day that JA will accept PR's between \$10K-\$25K.	JA	M. Basta	
	Last Day to submit request for Temporary Adj. In Work Schedule	No Comment	None	None	
16-Aug	Final RMO Memo Adjustments Due in CFR for August	Last day for RMO to submit memo adjustments to CFR	RMO	B.Christensen	
	Resident Agency Distribution Due in CFG	No Comment	None	None	
17-Aug	Issue Bulletin- FYE Certification Limits	Establish limits for fund certification.	CFR	D. Heacock	

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	Issue Bulletin- FYE Disbursement Ceiling for 8/2000	Establish disbursement ceilings for August. CFS cannot exceed limits.	CFR	D. Heacock	
	Issue Bulletin- Unaccrued Expiring CBS Documents	Advise CBS that expiring accounts must be fully accrued or deobligated before FYE unless supported by contractual document.	CFR	D. Heacock	
	Issue bulletin- Expiring Unobligated Commitments	Memo to buyers to identify commitments that won't be obligated on expiring accounts.	CFR	D. Heacock	
18-Aug	Serv Q Cutoff for Customers	Last day that SERV Q will accept SRs that require Commitment and Obligation in FY00	None	None	
21-Aug	Mechanized File Date	No Comment	None	None	
	Begin Daily Review of Cost in Excess of Obligations	Ensure that accruals do not exceed obligations. Correct any cost in excess situations.	CFG	P Blancett	
23-Aug	Mechanized Process Date	No Comment	None	None	
	Review Disbursement Controls-(EZ Report)	Disbursement activity will be monitored on a daily basis	CFR/CFG/CFS	Branch Chiefs	
24-Aug	Mechanized Reports Due in CFR	No Comment	None	None	
	Issue Bulletin- Simultaneous Commits & Obligation (Batch Processing)	Cease using transaction codes that simultaneously commit and obligate without first checking funds availability	CFR	D. Heacock	
25-Aug	Final AFM Programming Request Due	Final AFM Programming Request due. Review by CFR Chief and CF Chief.	CFR	D. Heacock	
28-Aug	Start Suspension of CWS	CWS(Compressed Work Schedules)	None	None	
	COAD CUTOFF	COAD CUTOFF	None	None	
30-Aug	Begin COAD Daily Runs	No Comment	None	None	
	Review Status of 504/506 Recon.	Review Status of 504/506 Recon.	CFR	D. Heacock	
	Issue Bulletin- Cutoff for Accruals and Deposits	Establish last day to enter accruals or make deposits	CFR	D. Heacock	
31-Aug	Issue Bulletin-Batch Processing Instructions	Batch coding instructions on handling FY00 and FY01 batches	CFR	D. Heacock	
	ISSUE FINAL COPY OF AFM PROGRAMMING REQUEST TO JT	Issue Final Copy of AFM and New Year Startup Programming Request to JT	CFR	D. Heacock	
1-Sep	SERV A Cutoff for Customers	Last day that SERV A will accept SRs that require Commit and Oblig in FY00	None	None	
	SERV E Cutoff for Customers	Last day that SERV E will accept SRs that require Commit & Oblig in FY00.	None	None	
	SERV I Cutoff for Customers	Last day that SERV I will accept SRs that require Commit & Oblig in FY00	None	None	
	SERV M Cutoff for Customers	Last day that SERV M will accept SRs that require Commit & Oblig in FY00	None	None	
	SERV T Cutoff for Customers	Last day that SERV T will accept SRs that require Commit & Oblig in FY00	None	None	
	Cutoff for Updating AAA Line Items by CFS	CFS review all "AAA" line items to prevent from deleting leveled purchase order line items that are still open during annual file maintenance.	CFS	A. Sutton	
	Acquisitions PR< \$10,000.00	Last day that JA will accept PR's less than \$10,000.00	JA	M. Basta	
4-Sep	HOLIDAY - Labor Day				
5-Sep	Cutoff for Submitting CBS Unaccrued Obligations Memo to CFG	CBS must submit a list of obligations that are to remain unaccrued or else CFR will deobligate	CBS	CBS Managers	

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	IMS Distro in COAD	No Comment	None	None	
	Reports: Bal. and Daily List	No Comment	None	None	
6-Sep	Last day to accept Memo Adjustments from Directorates	Last day CFR will accept memo adjustments.	Directorates	SA's/TA's	
	Deobligate CBS Unaccrued Obligations on Expiring	No Comment	None	None	
	Reports: Bal. and Daily List				
7-Sep	Issue Bulletin- Disbursement Ceiling for Sep. 2000	Establish disbursement ceiling for September	CFR	D. Heacock	
	CBS, Aug Bankcard Statements due	No Comment	None	None	
	Report: Bal. And Daily List				
8-Sep	First IMS Run for September	No Comment	None	None	
	Cutoff for Chargebacks, Processing SR's in COAD	No Comment	CFG	B. Davis	
	Cutoff for Submitting Travel orders per RMO	No Comment	RMO	D. Selby	
	Cutoff for FY00 Awards	No Comment	JH	G. James	
	Cutoff for accepting Reimbursable Agreements in FMD for obligations in FY00	Cutoff for accepting Reimbursable Agreements in FMD for obligation in FY00	None	None	
	Reports: Bal. and Daily List				
9-Sep	Weekly Processing	No Comment	None	None	
	IMS Special Run	No Comment	None	None	
	RMO Mechanized Distribution List	No Comment	None	None	
	Reports: Bal. and Daily List				
11-Sep	PCU cutoff for PRs and ePRs	Cutoff for accepting PRs and ePRs by PCU	None	None	
	August Bankcard Statements Due to CFS	Bankcard Statement of Accounts are due to CFS for payments	CFS	D. Snow	
	CFG Fully Accrue C/A Activity for IMS Distro	No Comment	None	None	
	Reports: Bal. and Daily List				
12-Sep	Issue Bulletin-FY01 CBS Processing	No Comment	CFR	D. Heacock	
	Start preparing SF224/Disbursement Variance Reports Daily	Disbursement Variances need to be corrected ASAP	CFR	L. Pham	
	Cutoff for Outgoing SF1081 Bills	No Comment	None	None	
	Estimated Expiring Obligations on Bankcards due to CFS	No Comment	None	None	
	Cutoff for submitting Expiring Unobligated Commitments by Procurement.	No Comments	None	None	
	Reports: Bal. and Daily List				
13-Sep	Ensure all Disbursement Variances are corrected immediately	Disbursement Variance Reports will be updated every other day starting the 11th day of September	CFR	L. Pham	
	Open JO for Unused Leave	CFS will record the liability for Accrued Annual Leave & prepare JV G0666A V0666A for the General Ledger 9/30/00	CFG/CFS	P. Fluegemann and A. Sutton	
	Cutoff for Sept. Memo Processing, Due date+5 workdays	No Comment	None	None	
	Reports: Bal. and Daily List				
14-Sep	Run Workforce Reports	No Comment	None	None	

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DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
	Decommit PY99 Unobligated Commitments	UPN 992 and 997 will not be recommitted. Impacts bankcards. UPN 994/998 for prior PY will be decommitted and recommitted in current PY. CY-2 unobligated commitments will be permanently decommitted.	CFR/CFS	M. Macalino and A. Sutton	
	Verify that Payroll, Manpower, and COAD are in Agreement	Verify the available balance for payroll (Uncommitted Allotments). Review the remaining payrolls for the rest of the FY. CFS submits a 6C3 level and prepares the JV. Funds are issued only on a 504 document. Workforce and payroll must be split equally.	CFR/CFS	M. Solanoy and A. Sutton	
	Reports: Bal. and Daily List				
15-Sep	Final RMO Memo Adjustment Due in CFR for September	No Comment	RMO	B. Christensen	
	Cutoff for Accruals in C/A ("K" JO's)	No Comment	CFG	B.Davis	
	Cutoff for Chargebacks, Processing				
	Reports: Bal. and Daily List				
16-Sep	Weekly Processing	No Comment	None	None	
	Reports: Bal. and Daily List				
18-Sep	Input Payroll Split by CFS	No Comment	CFS	A. Sutton	
	Last day for CBS Adjustments in FMIS	No Comment	None	None	
	Reports: Bal. and Daily List				
19-Sep	All payments due in Certifying Office by 9:30 AM	No Comment	CFS	A Sutton	
	ECS Transmission for ACH/TPS	No Comment	CFS	A Sutton	
	Issue Bulletin -Deletion of Completed Contracts on Closed Appropriation.	These contracts must be completely leveled on all lines before they are removed.	CFR	D. Heacock	
	Issue Bulletin -Procurement Control Unit (PCU) Funds Validation Walk-thru Hours	The PCU hours for validating funds on walk-thru transactions are bet. 9:00am to 11:30am and 1:00pm to 2:45pm	CFR	D. Heacock	
	Reports: Bal. and Daily List				
20-Sep	Cutoff for Disbursement/Final Transmission to Treasury	No Comment	None	None	
	Reports: Bal. and Daily List				
21-Sep	Issue Bulletin- FYE Controls for Travel Obligations	No Comment	CFR	D. Heacock	
	Reports: Bal. and Daily List				
22-Sep	Review Status of Accountability Report Checklist Items	No Comment	None	None	
	Run Final IMS Distro	No Comment	None	None	
	Run Preliminary Highlight Report	No Comment	CFR	L. Pham	
	Reports: Bal. and Daily List				
23-Sep	Weekly Processing	No Comment	None	None	
	Final IMS Distro in COAD	No Comment	None	None	
	Run IMS Roll Up	No Comment	None	None	
	End of PP#20	No Comment	None	None	
	Reports: Bal. and Daily List				
25-Sep	Turn off Travel Input to COAD	No Comment None	None	None	

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DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
	Review all Outstanding Obligations (FMM 9040)	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	D. Heacock	
	Review all Unobligated Commitments (FMM 9030)	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	D. Heacock	
	Run Auto accruals	No Comment	None	None	
	Issue Bulletin -Job Order Processing	Guidance for Job Order Processing for Fiscal Year-End and Startup	CFR	D. Heacock	
	Reports: Bal. and Daily List				
26-Sep	Review Disbursement Controls-(EZ Report)	No Comment	None	None	
	Clean Up Prior Year C/A Activity	There should be no negative amounts or prior year activities in the Carrier Account	CFR	G. Shen	
	Auto accruals in COAD	No Comment	None	None	
	Reports: Bal. and Daily List				
27-Sep	Cutoff for Supply/ASMS	No Comment	None	None	
	Reports: Bal. and Daily List				
28-Sep	Obtain from RMO List of C/A Decommits not to be Recommitted	No Comment	RMO	B Christensen	
	Run Final Highlights Reports	No Comment	CFR	L. Pham	
	Phone HQ w/Disbursement balance	No Comment	CFR	R. Manila	
	Reports: Bal. and Daily List				
29-Sep	Cutoff for NEMS, NPDMS	No Comment	None	None	
	Cutoff for Accruals	No Comment	None	None	
	Cutoff for Deposits	No Comment	None	None	
	Final for Supply/ASMS	No Comment	None	None	
	Verify Payroll Disbursement for FY00 is Confirmed on SF224	Do not disburse final FY00 payroll in COAD unless confirmed on the Final SF224 Report.	CFS	A. Sutton	
	Transfer Uncollected C/A Refunds to k0622	A/R moves all activities in prior year FS 9 K0622 to current year (expired funds on Signal Code 5 Report to Account 1150 Misc. Receipt- expired M Account. Cylinder deposit refunds are moved forward manually). Must be done by FYE cutoff.	CFR	I. Harris	
	Cutoff for all Obligations at 10:00am	No Comment	CFR/CFS	D. Heacock and A. Sutton	
	Reports: Bal. and Daily List				
30-Sep	Batch Date 9/31				
	Close all FS 34/35 Job Orders	No Comment	None	None	
	Final Store Stock Issues Updated in COAD	No Comment	None	None	
	Reports: Bal. and Daily List				
2-Oct	Batch Date 9/32				
	Submit Highlight Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	L. Pham	
	Decommit Unobligated PY00 C/A Commitments	No Comment	CFR	M. Macalino	
	Load COAD to RAMS	No Comment	JT	JT	
	CFS Deobligates Unliquidated Oblig on Closed Appropriations	No Comment	CFA	A. Sutton	

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	Manual C/A Distribution Due from RMO	No Comment	RMO	B. Christensen	
	Level IMS Line Items	No Comment	CFR	G. Shen	
	Cutoff for FYE00 FACS/AMS	FACS/AMS alignment	CFR	D. Heacock	
3-Oct	BATCH DATE 9/33				
	Complete FYE Closing Adjustments	No Comment	CFR	D. Heacock	
	Process Workforce Corrections (CFS)	No Comment	None	None	
	Prepare Preliminary Accrued Report	No Comment	CFR	L. Pham	
4-Oct	BATCH DATE 9/34				
	Cutoff for AMS to Coincide w/FACS	No Comment	None	None	
	Finalize Workforce	No Comment	CFR	M. Solanoy	
	Submit PAC Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	G. Shen	
	Reverse RMO's Carrier Acct. Adjustments for IMS	No Comment	None	None	
	CFS/ROS IPA's Input (CFS to charge Ros for Formerly FS-41 IPA's)	No Comment	None	None	
5-Oct	BATCH DATE 9/30				
	TENTATIVE CLOSING OF FY 2000	No Comment	None	None	
	Batch R06 (Last Batch)	No Comment	None	None	
	Issue Memo- Contingent Liabilities	Requirement for FMM 9391-10. Contact Procurement and Legal Offices for Input.	CFR	D. Heacock	
6-Oct	Submit SF224 Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	L. Pham	
	Submit Electronic SF224 Report to Treasury	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	L. Pham	
	Begin Annual File Maintenance and Move Forwards	No Comment	JT	JT	
	Roll Ma>79 to SJO File	No Comment	JT	JT	
	C/A Move Forwards				
	FY00 Pre-Closing Reports Due	No Comment	None	None	
	Validate Pre-Closing Reports	No Comment	CFR	CFR	
7-Oct	Accrued A/L Liability Due from CFS to CFR	No Comment	CFS	A. Sutton	
	Workforce Final Processing	No Comment	CFR	M. Solanoy	
9-Oct	HOLIDAY- Columbus Day				
10-Oct	Prepare Annual Certification of Obligations	No Comment	CFR	D. Heacock	
	Perform AFM Reconciliation	No Comment	CFR	CFR	
11-Oct	I V and V Separation	No Comment	None	None	
	Please Close I V and V Job Orders	No Comment	None	None	
12-Oct	FISCAL YEAR 2000 - DAY 0	No Comment	None	None	
	Complete Chargeups, Post 504/506 Input Budget; Move Forward WHOLD	No Comment	CFR	CFR	
13-Oct	FISCAL YEAR 2001 - Day 1	No Comment			
	Input Commitments	No Comment	CFR	M. Macalino	
	Input Travel Advances	No Comment	CFS	A. Sutton	
	Re-establish C/A Decommits	No Comment	CFR	M. Macalino	

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	Submit FACS Correction to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	M. Solanoy	
	Submit SEDSA to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
	Submit Pre-Closing GLAS to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
	Submit Cert. of Oblig to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	D. Heacock	
	Submit Recon. of GL to SF224 to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
14-Oct	FISCAL YEAR 2001 - DAY 2				
	Input C, O and A	No Comment	None	None	
	Input Programmatic Changes	No Comment	CFR	CFR	
16-Oct	FISCAL YEAR 2001 - Day 3				
	Regular Daily COAD Processing and Error Corrections	No Comment	None	None	
	Update PY01 FS and MA Table	No Comment	JT	JT	
17-Oct	FISCAL YEAR 2001 NORMAL PROCESSING BEGINS	No Comment	None	None	
	Submit Report on Receivables Due from the Public to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	I. Harris	
	Resident Agency Distribution Due in CFG	No Comment	None	None	
	Input PP#21 and reverse Payroll Estimate at CFS	No Comment	None	M. Solanoy and A. Sutton	
18-Oct	Freeze PY00 IMS Formulas	No Comment	JT	JT	
	Post Closing GL Trial Balance	No Comment	CFR	R. Manila	
19-Oct	Check for NSMS Fallouts	No Comment	CFR	M.Torres	
20-Oct	Submit Post- Closing GLAS to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
21-Oct	END- Suspension of Compressed Work Schedules	No Comment	None	None	
23-Oct	Review Status of Accountability Report Checklist Items	No Comment	CFR	D. Heacock	
	Submit Closed Account Obligation Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
26-Oct	COAD CUTOFF	No Comment	None	None	
31-Oct	Submit Reconciliation of Costs to Obligations Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
	Submit International Transactions of the Federal Gov't, SF13 Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
	Due Date - NF1018 Report from Contractors	No Comment	None	None	
	Due Date - Annual Listing Report from Grantees	No Comment	None	None	